

Job description for the
Preschool Director
Byron United Methodist Church
June 8, 2009

Relationship: Contracted part-time staff to run the Church's self-supporting Christian Preschool program, accountable to Staff-Parish Committee and a participating member of the Administrative Council.

Qualifications: Must possess a minimum 60 semester hours with at least 12 semester hours in childhood development, child psychology or early childhood education or have a CDA credential with at least 12 hours in child development, child psychology, or early childhood education. Must also possess at least 2 semester hours in child care administration from an accredited college or university, or a minimum of 3.0 CEU's in child care administration. Must be knowledgeable concerning the goals of Christian Education and the Administrative Council.

Responsibilities:

A. Professional Responsibilities:

- Maintain contact with state and local regulatory agencies.
- Conform to health, safety, and licensing regulations
- Plan and implement a program for professional growth.
- Keep abreast of research and new developments in the field of early childhood.
- Attend and participate in professional conferences, lectures, and other educational events.
- Keep informed of the school's legal responsibilities and liabilities.
- Develop relationships with other Christian schools and preschools for educational and enrichment opportunities
- Be knowledgeable of all Church policies, local, District, and Conference as they pertain to the protection of children.

B. Administrative Responsibilities:

- Submit program and tentative budget to the Preschool Committee by July or August.
- Attend Administrative Council meetings and present reports not less than twice a year.
- Handle all problems related to the administration of the school.

- Be alert to enrollment needs at all times.
- Familiarize the parents of newly enrolled students with school policies.
- Prepare a parent handbook for each new year.
- Maintain an advertising and public relations program to promote enrollments.
- Collect tuition payment and fees.

D. Routine Preschool Responsibilities:

- Communicate with parents in a wide variety of ways with an active system of parent-school relationships.
- Keep health history records and physicians' reports for children and staff.
- Contact recognized agencies able to help children with special needs.
- Maintain a referral system for children who have special needs.
- Plan and conduct fire drills and prepare activities to teach children safety procedures.
- Plan and organize procedures for the management of children's routines.
- Handle all aspects of fund-raiser, and book orders: this includes passing out forms, ordering and distributing the orders.
- Plan the Christian education program with curriculum approved by the Preschool Board.
- Plan for the evaluation of students in relationship to their progress, abilities and special needs.
- Welcome visitors to the school and arrange for the visit to be pleasant and worthwhile.
- Be available to community groups for public events that pertain to early childhood and family life.